

# **INVITATION FOR BIDS**

IFB Number: 2018-01DS

**Maintenance Services for the Mechanical and Controls Equipment**

**Listed in Section 2.2.5**

Issue Date: 10/30/18

## **BID OPENING LOCATION**

Mississippi Department of Information Technology (ITS)

3771 Eastwood Drive

Jackson, MS 39211-6380

## **BID COORDINATOR**

Debbie W. Britt, Business Relationship Analyst

Telephone: 601-432-8061

Fax: 601-713-6380

E-Mail: [debbie.britt@its.ms.gov](mailto:debbie.britt@its.ms.gov)

## **BID OPENING DATE AND TIME**

Bids must be received by 12/12/18  
10:00 a.m.

## SECTION 1

### 1.1 Bid Submission Requirements

- 1.1.1 The original and two copies of the bid package, three copies total, shall be signed and submitted in a sealed envelope or package to ITS at 3771 Eastwood Drive, Jackson, MS 39211 no later than 10:00 a.m. Central Time, Wednesday, December 12, 2018.
- 1.1.2 Timely submission of the bid package is the responsibility of the bidder. Bids received after the specified time shall be rejected and maintained in the agency procurement file.
- 1.1.3 The envelope or package shall be marked with the bid opening date and time, and the number of the invitation for bid as outlined in Attachment A. The time and date of receipt shall be indicated on the envelope or package by ITS.
- 1.1.4 Each page of the bid form and all attachments shall be identified with the name of the bidder.
- 1.1.5 Failure to submit a bid on the bid form provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid.
- 1.1.6 ITS reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive.
- 1.1.7 As a precondition to bid acceptance, ITS may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.
- 1.1.8 All bid packages must be received by ITS no later than 10:00 a.m. Central Time, Wednesday, December 12, 2018. Bids submitted via facsimile (faxes) will not be accepted. It is suggested that if a bid is mailed to ITS, it should be posted in certified mail with a return receipt requested. ITS will not be responsible for mail delays or lost mail.

### 1.2 Timeline

| ITEM  | DATE                                |
|---|-------------------------------------|
| Issuance of IFB                               | October 30, 2018                    |
| Advertisement Dates                           | October 30, 2018 & November 6, 2018 |
| Optional/Recommended Pre-Bid Equipment Review | November 13, 2018 10:00 a.m. CST    |
| Date of Submission of Questions               | November 20, 2018                   |
| Publication of Responses to Questions         | December 4, 2018                    |
| Opening Date and Time of Submittal of Bids    | December 12, 2018 10:00 a.m. CST    |
| Vendor Selection Notification by at least     | January 11, 2018                    |

#### 1.2.1 Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless it is the only bid received, or it is received before award is made and was sent by registered or certified mail not later than the fifth (5<sup>th</sup>) calendar day before the date specified for receipt of bids. It must be determined by ITS that the late receipt was due solely to mishandling by ITS after receipt at the specified address.

The only acceptable evidence to establish the date of mailing of a late bid is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the office identified for bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence of receipt used by that office.

### **1.3 Expenses Incurred in Preparing Bid**

ITS accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

### **1.4 Bid Form**

All pricing must be submitted on the bid form (**Attachment B**). Failure to complete and/or sign the bid form may result in the bidder being determined non-responsive.

#### **1.4.1 Bidder Certification**

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

### **1.5 Registration with Mississippi Secretary of State**

By submitting a bid, the bidder certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

### **1.6 Debarment**

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or Federal government and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

## **1.7 Additional Information**

All questions and requests for clarifications must be submitted in writing via email to:

Debbie Britt, Business Relationship Analyst  
Information Technology Services  
debbie.britt@its.ms.gov

**1.7.1** Questions and requests for clarification must be submitted via email by the deadline reflected in Section 1.2.

**1.7.2** All questions, requests for clarification, and answers will be published on the ITS website (<http://www.its.ms.gov>) and in the Mississippi Contract/Procurement Opportunity Search Portal in a manner that all bidders will be able to view by the date and time reflected in Section 1.2.

**1.7.3** ITS will not be bound by any verbal or written information that is not contained within this IFB unless formally noticed and issued by the contact person.

**1.7.4** Acknowledgement of Amendments: Should an amendment to the IFB be issued, it will be posted on the ITS website (<http://www.its.ms.gov>) and in the Mississippi Contract/Procurement Opportunity Search Portal in a manner that all bidders will be able to view. It is the bidder's sole responsibility to monitor the website and the Mississippi Contract/Procurement Opportunity Search Portal for amendments to the IFB. **Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgment must be received by ITS by the time and at the place specified for receipt of bids.**

## **1.8 Type of Contract**

Compensation for services will be in the form of a fixed-price contract with price adjustment.

## **1.9 Written Bids**

All bids shall be in writing.

## **1.10 Rejection of Bids**

A bid response that includes terms and conditions that do not conform to the terms and conditions in the IFB document is subject to rejection as non-responsive. Further, submission of a bid form that is not complete and/or signed is subject to rejection as non-responsive. ITS staff reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by ITS staff of non-responsiveness based on the submission of nonconforming terms and conditions. Furthermore, if a bidder's price is substantially higher than those of other bidders, meaning those in excess of a twenty-five percent (25%) differential, the bidder's price will be deemed non-responsive.

## **1.11 Bid Withdrawal**

A bidder may withdraw its bid from consideration if certain conditions are met:

- (1) The bid is submitted in good faith.

- (2) The price bid is substantially lower than those of other bidders because of a mistake.
- (3) The mistake is a clerical error, not an error of judgment.
- (4) Objective evidence drawn from original work papers, documents, and other materials used in the preparation of the bid demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity of labor or material.

**1.11.1** To withdraw a bid that includes a clerical error after bid opening, the bidder must give notice in writing to ITS of claim of right to withdraw a bid. Within two business days after the bid opening, the bidder requesting withdrawal must provide to ITS all original work papers, documents, and other materials used in the preparation of the bid.

**1.11.2** A bidder may also withdraw a bid, prior to the time set for the opening of bids, by simply making a request in writing to ITS. No explanation is required.

**1.11.3** A bidder may also withdraw a bid if ITS fails to award or issue a notice of intent to award the bid within one year after the date fixed for the opening of bids.

**1.11.4** No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work for the person to whom the contract is awarded, or otherwise benefit from the contract.

**1.11.5** No partial withdrawals of a bid are permitted after the time and date set for the bid opening; only complete withdrawals are permitted.

## **1.12 Bidder Investigations**

Before submitting a bid, each bidder shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by ITS upon which the bidder will rely. If the bidder receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever for additional compensation.

## **1.13 Exceptions**

Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the bid form, **Attachment B**. Failure to indicate any exception will be interpreted as the bidder's intent to comply fully with the requirements as written. Conditional or qualified bids, unless specifically allowed, shall be subject to rejection in whole or in part.

## **1.14 Informalities and Irregularities**

ITS has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a bidder with

the bid for ITS to properly evaluate the bid, ITS has the right to require such additional information as it may deem necessary after the time set for receipt of bids, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured.

## **SECTION 2**

### **2.1 Purpose**

ITS is requesting Premium and Standard mechanical and metasys equipment maintenance from a qualified vendor on equipment that is located in the Eastwood Complex and the Robert E. Lee Building for a period of four (4) years with the option to renew for one (1) year. A complete equipment list with the description of the hardware at each location is outlined in 2.2.5. “It is understood that any contract resulting from IFB 2018-01DS requires approval by the Public Procurement Review Board and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review. If any contract or renewal resulting from IFB 2018-01DS is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made.

### **2.2 Scope of Services**

#### **2.2.1 Definitions**

**2.2.1.1** Premium Maintenance Service – Includes standard maintenance plus any needed repairs, labor and materials. This service is to be available 24/7. Vendor will be solely responsible for all associated costs of premium repairs, labor and materials. See Section 2.2.5 for a description of premium coverage equipment.

**2.2.1.2** Standard Maintenance Service – Regularly scheduled preventative maintenance visit with only the materials included for the scheduled visit. This does not include any repairs or repair materials in accordance with industry standards. See Section 2.2.5 for a description of standard coverage equipment.

#### **2.2.2. Functional Technical Specifications**

**2.2.2.1** Vendor must provide pricing for the Premium Maintenance (as defined in Section 2.2.1 definitions of this document) and Standard Maintenance (as defined in Section 2.2.1 for all equipment listed in 2.2.5.)

**2.2.2.2** Vendor must state qualifications to include organization of the company, number of years in business, number of years products/services of similar scope/size to this project have been sold, supported and maintained, partnerships, etc.

#### **2.2.3. Maintenance Requirements**

**2.2.3.1** Vendor must propose a fully-loaded fixed price contract that includes all parts, labor, and travel for prime-shift (8 A.M. to 5 P.M., Monday through Friday) on-site Premium maintenance and Standard maintenance support for the equipment in 2.2.5 the Equipment List. Vendor must provide details on what this maintenance includes.

**2.2.3.2** Price escalations, if any, for annual support coverage will be permitted but shall not exceed five (5) percent per year. Vendor must state his

policy for increasing maintenance payments.

- 2.2.3.3 Maintenance period will be for a four (4) year period with the option to renew maintenance for one (1) additional year period.
- 2.2.3.4 The winning Vendor is required to notify ITS in writing 60 days prior to the expiration of the maintenance period
- 2.2.3.5 The equipment listed in 2.2.5 is either under warranty or has been under a Premium or Standard maintenance agreement. Vendor must accept the equipment for maintenance without recertification or recertify the equipment at no charge. **If the Vendor requires an inspection then it is recommended to attend the Optional/Recommended Pre-Bid Equipment Review as stated in the timeline on 1.2.**
  - 2.2.3.5.1 The Optional/Recommended Pre-Bid Equipment Review is a **visual** inspection **ONLY** of the existing mechanical & controls equipment. No additional information will be given at this review. No questions can be asked or answered during the review. All questions must be submitted in writing via the process outlined in section 1.7. Answers to all questions submitted in writing will be published as outlined in section 1.7.
- 2.2.3.6 ITS reserves the right to add/delete items on a monthly basis without penalties. Vendor agrees to promptly credit ITS for equipment that is deleted from maintenance.
- 2.2.3.7 Vendor must provide Premium maintenance pricing that includes all services needed to keep the listed equipment operating properly, including periodic testing, repairs to include all necessary parts and labor, preventive and remedial maintenance.
- 2.2.3.8 Vendor must provide a one (1) hour telephone response time for all equipment covered under the Premium maintenance service. Vendor must provide onsite response to service requests within four (4) hours of service call for all components in the equipment list in this IFB.
- 2.2.3.9 Response time for equipment covered by Premium maintenance shall not be longer than four (4) hours after receipt of call on all repairs not requiring parts ordering, and a maximum one (1) working days turnaround from the point the call is made on all repairs requiring parts ordering. If after one (1) day the item has not been repaired, a compatible loaner unit or replacement will be provided at no additional charge. If the Vendor determines at the initial equipment inspection that repair parts cannot be acquired within one (1) working day, Vendor will provide a compatible loaner unit at that time. If the repairs have not been made within the above-designated time frames, Vendor shall pay the Customer \$50.00 per hour for every hour of delay.
- 2.2.3.10 For Premium Maintenance coverage, the vendor shall be responsible for repairing or replacing all equipment listed in 2.2.5. If the equipment is replaced, the replacement must be of equal or greater quality.



- 2.2.3.11** For Standard Maintenance coverage, ITS shall be responsible for any purchases of equipment. If any projects or the level of work reaches the purview of Bureau of Building or Office of Purchasing, Travel, and Fleet Management, a separate contract or work order must be issued.
- 2.2.3.12** All equipment must be repaired at the ITS location where the equipment is used.
- 2.2.3.13** Vendor shall maintain in-house, the most frequently used supply replacement parts needed to service the equipment. Replacement parts must be original manufacturer equipment or must meet the minimum specifications established by the manufacturer of the equipment.
- 2.2.3.14** Equipment supplied as a replacement becomes the property of ITS. The Vendor must work with ITS to update the Property Inventory System with the proper serial number information. Vendor is responsible for returning all State of Mississippi property labels to ITS on equipment that will be taken out of service. Title to all replacement parts installed in the equipment will pass to ITS at the time of replacement, and title to parts removed for replacement will, at the time of replacement, pass to the Vendor.
- 2.2.3.15** ITS requires that no limitations be placed on the number of authorized ITS staff members who can place a service call to the vendor.
- 2.2.3.16** Vendor must provide toll free and/or local telephone support for the proposed equipment.
- 2.2.3.17** Vendor must state the requirements for adding or deleting equipment, and for making modifications to the agreement. Vendor must provide details on:
  - 2.2.3.17.1** The procedure and timelines associated with making these changes and
  - 2.2.3.17.2** How pricing is determined when adding equipment to the agreement.
- 2.2.3.18** Vendor must make the appropriate modifications, serial number, description, or other, to any detailed billing list or invoices when changes have been made to the agreement.
- 2.2.3.19** Building Management System (BMS) Software Subscription: Vendor must provide the most recent release allowed by the hardware and operation systems of your existing computers and servers for the number of years specified. Labor to install the software or security updates shall be included in bid package.
- 2.2.3.20** Vendor must be certified in Metasys BMS to maintain, modify, and operate as needed, or vendor must be responsible for the replacement of Metasys with a BMS that the Vendor is certified to maintain, modify, and operate as needed. If vendor replaces Metasys, then the new BMS must provide equivalent functionality incorporating all existing data/control points.

**2.2.3.21** Connected Services/Remote Monitoring: Vendor shall provide secure network connection via cellular gateway for remote monitoring access to transmit, store, and trend data for the purposes of providing maintenance services. The vendor will not use connected services to remotely operate or make changes to the customer's equipment. Access will be limited to view only and monitored 24/7. Vendor's remote operations center shall notify the local service group of any alarms or deteriorating conditions that may indicate a problem.

**2.2.3.20.1** The following equipment must be included in the remote monitoring services:

3 Chillers – Model RTHD

2 Chillers – Model YCIV0327EA46

## **2.2.4 Manufacturer Direct Maintenance**

**ITS understands that the maintenance requested in this IFB may be provided directly by the manufacturer. If Vendor is the named manufacturer and will be supplying the maintenance services directly, Items 2.2.4.2 through 2.2.4.4 do not have to be completed.**

**2.2.4.1** Responding Vendor must clarify whether he is the named manufacturer and will be supplying the maintenance services directly or whether he is a third party reseller selling the maintenance services on behalf of the manufacturer.

**2.2.4.2** Responding Vendor must explain his understanding of when or whether the manufacturer will ever sell the maintenance services directly and, if so, under what circumstances.

**2.2.4.3** If the responding Vendor to this IFB will only be reselling manufacturer's maintenance services, it is ITS' understanding that this is basically a "pass through" process.

**2.2.4.4** Please provide a detailed explanation of the relationship of who will be providing the requested maintenance, to whom the purchase order is made, and to whom the remittance will be made. If there is a difference in the year one maintenance purchase versus subsequent years of maintenance, the responding Vendor must clarify and explain.

**2.2.4.5** Manufacturer Direct Maintenance when sold directly through the manufacturer: Fixed Cost

**2.2.4.5.1** If responding Vendor is the direct manufacturer, he must propose annual fixed pricing for four years of the requested maintenance. Vendor must provide all details of the maintenance/support and all associated costs.

**2.2.4.5.2** It is ITS' preference that the Manufacturer's proposal is a not-to-exceed firm commitment. In the event that the manufacturer cannot commit to a fixed cost for the

subsequent years of maintenance after year one, Manufacturer must specify the annual maintenance increase ceiling offered by his company on the proposed products. Vendor must state his policy regarding increasing maintenance charges. Price escalations for Maintenance shall not exceed 5% increase per year.

**2.2.4.6** Manufacturer Direct Maintenance when sold through 3rd Party: Fixed Cost-Plus Percentages

**2.2.4.6.1** In the case of a third-party “pass-through” ITS realizes that the responding reseller may not be able to guarantee a fixed price for maintenance after year one since his proposal is dependent on the manufacturer’s pricing or possibly on a distributor’s pricing.

**2.2.4.6.2** It is ITS’ preference that the responding reseller work with the manufacturer to obtain a commitment for a firm fixed price over the requested maintenance period.

**2.2.4.7** Vendor must also indicate how future pricing information will be provided to the State during the term of the contract.

**2.2.4.8** Vendor must indicate from whom he buys the maintenance: directly from the manufacturer or from what distributor.

**2.2.4.9** Vendor must be aware that only price increases resulting from an increase in price by the manufacturer or distributor will be accepted. The Vendor’s proposed percentage markup or markdown for these items, as well as the Vendor’s percentage markup or markdown for any new items, MUST stay the same as what was originally proposed. Vendor must provide ITS with the suggested retail price.

**2.2.4.10** Pricing proposed for the State MUST equal the Vendor’s invoice cost from the distributor or manufacturer plus the maximum percentage markup that the reseller will add OR the manufacturer’s national benchmark minus the cost percentage proposed.

**2.2.5 Equipment List**

|             |                  |                          |  |                      |  |
|-------------|------------------|--------------------------|--|----------------------|--|
| <b>Site</b> |                  |                          | <b>Address</b>                         |                      |  |
| MDITS       |                  |                          | 3771 EASTWOOD DR JACKSON MS 39211-6381 |                      |  |
| <b>Qty</b>  | <b>Equipment</b> | <b>Services Provided</b> | <b># Per Year</b>                      | <b>Coverage Type</b> |  |

|    |  |  |   |              |
|----|--|--|---|--------------|
| 99 | Controls, Digital Thermostat, All  |  |   | Premium 24x7 |
|    |  | Annual Inspection  | 1 |              |
| 5  | Controls (Controller/End Devices), Supervisory/Server/UI, Johnson Controls, 0-25000 points |  |   | Premium 24x7 |
|    |  | Quarterly Inspection   | 3 |              |
| 3  | Chiller, Water Cooled, High Pressure Centrifugal, 250-449 Tons<br><br>Model: RTHD          |  |   | Standard     |
|    |  | Quarterly Inspection   | 3 |              |
|    |  | Annual Inspection  | 1 |              |
|    |  | Gantry Setup (preparation for water box head removal)              | 1 |              |
|    |  | Condenser Tube Brushing (removal and replacement of one head only) | 1 |              |
|    |  | Oil Sample and   | 1 |              |

|    |   |                          |   |          |
|----|---|--------------------------|---|----------|
|    |   | Analysis                 |   |          |
| 3  | Air Handling Unit (AHU),<br>Mixed Air, <15 HP     |                          |   | Standard |
|    |   | Quarterly<br>Inspection  | 3 |          |
|    |   | Annual<br>Inspection     | 1 |          |
|    |   | Belt Change              | 1 |          |
| 11 | Air Handling Unit (AHU),<br>Mixed Air, 15-30 HP   |                          |   | Standard |
|    |   | Quarterly<br>Inspection  | 3 |          |
|    |   | Annual<br>Inspection     | 1 |          |
|    |   | Belt Change              | 1 |          |
| 3  | Cooling Tower, Gravity<br>Distribution, <300 Tons |                          |   | Standard |
|    |   | Quarterly<br>Inspection  | 3 |          |
|    |   | Annual<br>Inspection     | 1 |          |
|    |   | Tower Cleaning           | 1 |          |
|    |   | Belt Change              | 1 |          |
|    |   | Oil Change<br>(Gear Box) | 1 |          |
| 2  | Chiller, Air Cooled,                              |                          |   | Standard |

|   |  |                               |   |              |
|---|--|-------------------------------|---|--------------|
|   | Screw, 251-400 Tons<br>Model: YCIV0327EA46   |                               |   |              |
|   |  | Quarterly Inspection          | 3 |              |
|   |  | Annual Inspection             | 1 |              |
| 5 | Controls (Controller/End Devices), Air Handling Unit (AHU), Johnson Controls, 21-60 points |                               |   | Premium 24x7 |
|   |  | Quarterly Inspection          | 3 |              |
|   |  | Annual Inspection             | 1 |              |
| 1 | Controls (Controller/End Devices), Central Cooling Plant, Johnson Controls, 351-700 points |                               |   | Premium 24x7 |
|   |  | Quarterly Inspection          | 3 |              |
|   |  | Annual Inspection             | 1 |              |
| 1 | Controls Software, Supervisory/Server/UI, Johnson Controls, ADX                            |                               |   | Premium 24x7 |
|   |  | ADX 10-User Site Dir Software | 1 |              |

|             |   |   |                |              |
|-------------|---|---|----------------|--------------|
|             |   | Subscription 1-year - Subscription Only |                |              |
| 99          | Controls (Controller/End Devices), Variable Air Volume (VAV), Johnson Controls, 0-25 points |   |                | Premium 24x7 |
|             |   | Quarterly Inspection                    | 3              |              |
| 1           | Controls (Controller/End Devices), Central Heating Plant, Johnson Controls, 101-350 points  |   |                | Premium 24x7 |
|             |   | Quarterly Inspection                    | 3              |              |
|             |   | Annual Inspection                       | 1              |              |
| 8           | Controls (Controller/End Devices), Air Handling Unit (AHU), Johnson Controls, 0-20 points   |   |                | Premium 24x7 |
|             |   | Quarterly Inspection                    | 3              |              |
|             |   | Annual Inspection                       | 1              |              |
| <b>Site</b> |   |   | <b>Address</b> |              |

| MDITS - ROBERT E LEE BUILDING |   |                                   | 239 N LAMAR ST JACKSON MS 39201 |               |
|-------------------------------|---|-----------------------------------|---------------------------------|---------------|
| Qty                           | Equipment   | Services Provided                 | # Per Year                      | Coverage Type |
| 1                             | Chiller, Air Cooled, Scroll, 61-100 Tons<br><br>Model: CGAM |                                   |                                 | Standard      |
|                               |   | Quarterly Inspection              | 3                               |               |
|                               |   | Annual Inspection                 | 1                               |               |
|                               |   | Condenser Coil Cleaning           | 1                               |               |
|                               |   | Refrigerant Analysis (2 Circuits) | 1                               |               |
| 2                             | Air Handling Unit (AHU), Mixed Air, <15 HP                  |                                   |                                 | Standard      |
|                               |   | Quarterly Inspection              | 3                               |               |
|                               |   | Annual Inspection                 | 1                               |               |
|                               |   | Premium Pleated Filter Change     | 4                               |               |
| 7                             | Computer Room Unit, with Chilled Water Supply, 26-40 Tons   |                                   |                                 | Standard      |



|    |  |                           |   |          |
|----|--|---------------------------|---|----------|
|    |  | Quarterly Inspection      | 3 |          |
|    |  | Annual Inspection         | 1 |          |
| 11 | Controls (Controller/End Devices), Air Handling Unit (AHU), Johnson Controls, 0-20 points  |                           |   | Premium  |
|    |  | Quarterly Inspection      | 3 |          |
|    |  | Annual Inspection         | 1 |          |
|    |  | Offsite Backup Storage    | 1 |          |
| 1  | Controls (Controller/End Devices), Supervisory/Server/UI, Johnson Controls, 0-25000 points |                           |   | Premium  |
|    |  | Quarterly Inspection      | 1 |          |
| 22 | Controls, Digital Thermostat, All  |                           |   | Premium  |
|    |  | Quarterly Inspection      | 1 |          |
| 3  | Split System, Cooling Only, <7.5 Tons  |                           |   | Standard |
|    |  | Quarterly Inspection (Mid | 3 |          |

|  |  |                              |   |  |  |
|--|--|------------------------------|---|--|--|
|  |  | Season -<br>Cooling Only)    |   |  |  |
|  |  | Cooling Annual<br>Inspection | 1 |  |  |
|  |  | Condenser Coil<br>Cleaning   | 1 |  |  |

**2.2.5.1** Annual and Quarterly inspections are to comply with the manufacturer’s specifications.

**2.3 Multi-Term Contracts**

Unless otherwise provided by law, a contract for services may be entered into for a period of time not to exceed four (4) years with an option to renew for one (1) year, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds.

**2.3.1 Requirements**

- a) Pricing must be provided for all four options as stated on the Bid Form in **Attachment B**.
- b) A multi-term contract will be canceled if funds are not appropriated or otherwise made available to support the continuation of performance in any fiscal period succeeding the first; however, this does not affect either the State’s right or the contractor’s rights under any termination clause in the contract.
- c) The Procurement Officer must notify the contractor on a timely basis that the funds are or are not available for the continuation of the contract for each succeeding fiscal period.

## **SECTION 3**

### **3.1 Insurance**

The successful vendor shall maintain at least the minimum level of workers' compensation insurance, comprehensive general liability or professional liability insurance, with minimum limits of \$2,000,000 per occurrence and fidelity bond insurance with minimum limits of \$1,000,000. All workers' compensation, comprehensive general liability, professional liability, and fidelity bond insurance will provide coverage to ITS as an additional insured. ITS reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance. The vendor shall be prepared to provide evidence of required insurance upon request by ITS at any point during the contract period and should consult with legal counsel regarding its obligations.

**3.1.1** Proof of insurance must be provided within 10 days after execution of contract.

## SECTION 4

### 4.1 Bid Evaluation

Bids will be evaluated based on the requirements set forth in IFB 2018-01DS, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable where possible. This Invitation for Bids sets forth the evaluation criteria to be used. No criteria will be used in an evaluation that is not set forth in this Invitation for Bids. Only bidders who are found responsive and responsible will have their bids considered.

#### 4.1.1 Responsive Bidder

Bidder must submit bid which conforms in all material respects to this Invitation for Bids, IFB 2018-01DS, as determined by ITS.

#### 4.1.2 Minimum Qualifications to be Deemed Responsive

**4.1.2.1** Acceptance of conditions: Indicate on the Bid Form, **Attachment B** any exceptions to the general terms and conditions of the IFB and to insurance and any other requirements listed.

**4.1.2.2** Bidder must complete and sign the Bid Form, **Attachment B**.

#### 4.1.3 Nonconforming Terms and Conditions

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as non-responsive. ITS reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by ITS of non-responsiveness based on the submission of nonconforming terms and conditions.

#### 4.1.4 Conditioning Bid Upon Other Awards

Any bid which is conditioned upon receiving award of both the particular contract being solicited and another Mississippi contract shall be deemed non-responsive and not acceptable.

#### 4.1.5 Bid Submission Format

The bid package must be sealed and must contain the following:

- ✓ Bid Cover Sheet (**Attachment A**)
- ✓ Bid Form (**Attachment B**)- all pricing must be submitted on the bid form.
- ✓ References (**Attachment C**)
- ✓ Certifications and Assurances (**Attachment D**)
- ✓ Failure to complete and/or sign the bid form may result in bidder being determined non-responsive.

#### 4.1.6 Responsible Bidder

Bidder must have capability in all respects to perform fully the contract

requirements and the integrity and reliability which will assure good faith performance, as determined by ITS.

#### **4.1.7 Minimum Qualifications to be Deemed Responsible**

**4.1.7.1** Corporate experience and capacity: Describe the experience of the firm in providing the service, give number of years that the service has been delivered, and provide a statement on the extent of any corporate expansion required to handle the service.

**4.1.7.2** Describe in detail how the service will be provided. Include a description of major tasks and subtasks.

**4.1.7.3** Personnel: Attach resumes' of all those who will be involved in the delivery of service (from principals to field technicians) that include their experience in this area of service delivery. Indicate the level of involvement by principals of the firm in the day-to-day operation of the contract.

**4.1.7.4** References: Give at least three (3) references for contracts of similar size and scope, including at least two (2) references for current contracts or those awarded during the past three (3) years. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and telephone number of a responsible contact person.

**4.1.8** These minimum qualifications are in addition to a minimum score of 6 on each Reference Score Sheet (**Attachment E**) from reference interviews by the ITS with (2) bidder/contractor references for a total minimum score of (12), as well as all other requirements of this Invitation for Bids. (*See Attachments C and E.*)

#### **4.1.9 References**

Each bidder must furnish a listing of **at least** three(3) trade references along with the contact person, address, and phone number for each. These references must be familiar with the bidder's abilities in the areas involved with this solicitation. ITS will use these references to determine the bidder's ability to perform the services. It is the responsibility of the bidder to ensure that the reference contact information is correct and current. Bidders should verify before submitting their bid that the contact person and phone number are correct for each reference. The bidder may submit as many references as desired. ITS will begin contacting references at the top of the list and will continue down the list until three (3) contacts have been reached.

References must be listed on **Attachment C**.

#### **4.2 Bid Opening**

Bid opening will be open to the public; however, this will include opening, reading aloud, and listing the bid price on each bid only. No discussions will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made, either stated or implied at the bid opening.

### **4.3 Award**

The contract will be awarded by written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in this Invitation for Bids within 30 days.

#### **4.3.1 Notification**

All participating vendors will be notified of ITS's intent to award a contract. In addition, ITS will identify the selected vendor. Notice of award is also made available to the public.

#### **4.3.2 Contract Management**

If the Contractor fails to adhere to the maintenance services schedule, or if the Contractor fails to satisfactorily provide the prescribed service to all or any service area, the Contracting Agency will inform the Contractor, and the Contractor shall complete corrective action within twenty-four (24) hours. No payment shall be made to the Contractor until all deficiencies have been corrected. If the Contractor exhibits a pattern of non-performance as shown by repeated deficiencies, the Contracting Agency may terminate the contract without further obligation to the Contractor. (Contracting Agency may elect to use the form included as **Attachment H**, Maintenance Services Contract Discrepancy Report.)

## SECTION 5

### 5.1 Post-Award Vendor Debriefing

A bidder, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission. The written request must be received by the Director of ITS within three (3) business days of notification of the contract award. A post-award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing must occur within three (3) business days of receipt of the request. If a bidder prefers to have legal representation present, the bidder must notify the Director of ITS in writing and identify its attorney by name, address, and telephone number. ITS will schedule and/or suspend and reschedule the meeting at a time when a Representative of the Office of the Mississippi Attorney General can be present.

For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-114 through 7-114.07, Post-Award Vendor Debriefing, of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

### 5.2 Protest of Award

Any actual or prospective bidder or contractor who is aggrieved in connection with this solicitation or the outcome of the Invitation for Bids may file a protest with the Bid Coordinator, Debbie Britt, Business Relationship Analyst. The protest shall be submitted on or before seven calendar days from the issuance of the award in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the bidder or an individual authorized to sign contracts on behalf of the protesting bidder, and contain a statement of the reason(s) for protest, citing the law(s), rule(s) or regulation(s), and/or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting bidder must provide facts and evidence to support the protest. A protest is considered filed when received by the Bid Coordinator, Debbie Britt, Business Relationship Analyst, via either U.S. mail, postage prepaid, or personal delivery. Protests filed after seven calendar days from the issuance of the award will not be considered.

### 5.3 Required Contract Terms and Conditions

Any contract entered into between a Contracting Agency and a vendor/bidder shall include the required clauses found in **Attachment F** and those required by the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

### 5.4 Optional Contract Terms and Conditions

Any contract entered into between a Contracting Agency and a vendor/bidder may have, at the discretion of the Contracting Agency, the optional clauses found in **Attachment G** and those within the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations* as updated.

### 5.5 Mississippi Contract/Procurement Opportunity Search Portal

This Invitation for Bids, and the questions and answers concerning this Invitation for Bids,

are posted on the Contract/Procurement Opportunity Search Portal.

**5.6 Attachments**

The attachments to this Invitation for Bids are made a part of this Invitation for Bids as if copied herein in words and figures.



**Attachment A**

**Bid Cover Sheet**

ITS is seeking to establish a contract for Premium and Standard Maintenance Services Mechanical & Controls Equipment at 3771 Eastwood Drive, Jackson, MS 39211 and 239 N Lamar Street, Jackson, MS 39201.

Bids are to be submitted as listed below, on or before December 12, 2018.

**PLEASE MARK YOUR ENVELOPE:**

**IFB 2018-01DS**  
**Opening Date: December**  
**12, 2018 10:00 a.m.**  
MS Department of Information Technology Services  
**Attention: Debbie W. Britt**  
**3771 Eastwood Drive, Jackson, MS 39211-6381**  
**SEALED BID – DO NOT OPEN**

**Name of Company:** \_\_\_\_\_

**Quoted By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

|   |  |
|---|--|
| <b>FEI/FIN # (if company, corporation, or partnership):</b> |  |
| <b>SS# (if individual):</b>                                 |  |

**In addition to providing the above contact information, please answer the following**

**questions regarding your company:**

What year was your company started? \_\_\_\_\_

How many years and/or months has your company been in the business of performing the services called for in this Invitation for Bids? \_\_\_\_\_

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. \_\_\_\_\_

If your company is not physically located in the region, how will you supply the Premium and Standard Maintenance Services to agencies in the region? \_\_\_\_\_

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. \_\_\_\_\_

List all licenses or permits your company possesses that are applicable to performing the services required in this Invitation for Bids. \_\_\_\_\_

For how many customers has your company provided Premium and Standard Maintenance Services in the past two (2) years? Please include the dates, the size of the area maintained, and the annual amount of the billing to each customer. \_\_\_\_\_

What is the largest customer your company has provided Premium and Standard Maintenance Services for in the past two (2) years? Please include the annual amount of the billing. \_\_\_\_\_

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff. \_\_\_\_\_

List all the equipment that your company has available or that is intended to be used to perform the services required in this Invitation for Bids. \_\_\_\_\_

| <b>OWNED EQUIPMENT</b> |             |              |            |                 |                    |
|------------------------|-------------|--------------|------------|-----------------|--------------------|
| <b>Year</b>            | <b>Make</b> | <b>Model</b> | <b>ID#</b> | <b>Capacity</b> | <b>Description</b> |
|                        |             |              |            |                 |                    |
|                        |             |              |            |                 |                    |
|                        |             |              |            |                 |                    |
|                        |             |              |            |                 |                    |
|                        |             |              |            |                 |                    |
|                        |             |              |            |                 |                    |
|                        |             |              |            |                 |                    |
|                        |             |              |            |                 |                    |

| <b>RENTED/LEASED EQUIPMENT</b> |             |              |            |                 |                    |
|--------------------------------|-------------|--------------|------------|-----------------|--------------------|
| <b>Year</b>                    | <b>Make</b> | <b>Model</b> | <b>ID#</b> | <b>Capacity</b> | <b>Description</b> |
|                                |             |              |            |                 |                    |
|                                |             |              |            |                 |                    |
|                                |             |              |            |                 |                    |
|                                |             |              |            |                 |                    |
|                                |             |              |            |                 |                    |
|                                |             |              |            |                 |                    |
|                                |             |              |            |                 |                    |
|                                |             |              |            |                 |                    |
|                                |             |              |            |                 |                    |

**Attachment B**

**Bid Form for Premium and Standard Maintenance Services**

| <b>Company</b> | <b>Company Representative</b> | <b>Telephone</b> |
|----------------|-------------------------------|------------------|
|                |                               |                  |

The pricing quoted must be inclusive of, but not limited to the following:

- ✓ All required equipment and materials
- ✓ All required insurance
- ✓ All required overhead
- ✓ All required profit
- ✓ All required transportation
- ✓ All required labor
- ✓ All required business and professional licenses, permits, fees, etc. (if any)
- ✓ Any and all other costs associated with performing the services

The pricing must include ALL associated costs with no additional or hidden fees. Please see section 2.2.3.2.

Option 1: Enter pricing below in the table for the equipment listing in 2.2.5 per the specifications listed under coverage types.

| <b>Period</b>         | <b>Eastwood Cost</b> | <b>REL Cost</b> |
|-----------------------|----------------------|-----------------|
| Year 1 Annual Cost    |                      |                 |
|                       |                      |                 |
| Year 2 Annual Cost    |                      |                 |
|                       |                      |                 |
| Year 3 Annual Cost    |                      |                 |
|                       |                      |                 |
| Year 4 Annual Cost    |                      |                 |
|                       |                      |                 |
| Year 5 Annual Cost    |                      |                 |
|                       |                      |                 |
| Five Year Grand Total |                      |                 |

Option 2: Enter pricing below in the table for the equipment listing in 2.2.5 for all equipment as Premium Maintenance Coverage.

| <b>Period</b>      | <b>Eastwood Cost</b> | <b>REL Cost</b> |
|--------------------|----------------------|-----------------|
| Year 1 Annual Cost |                      |                 |
|                    |                      |                 |
| Year 2 Annual Cost |                      |                 |
|                    |                      |                 |
| Year 3 Annual Cost |                      |                 |

|                       |  |  |
|-----------------------|--|--|
|                       |  |  |
| Year 4 Annual Cost    |  |  |
|                       |  |  |
| Year 5 Annual Cost    |  |  |
|                       |  |  |
| Five Year Grand Total |  |  |

Option 3: Enter pricing below in the table for the equipment listing in 2.2.5 for all equipment as Standard Maintenance Coverage.

| Period                | Eastwood Cost | REL Cost |
|-----------------------|---------------|----------|
| Year 1 Annual Cost    |               |          |
|                       |               |          |
| Year 2 Annual Cost    |               |          |
|                       |               |          |
| Year 3 Annual Cost    |               |          |
|                       |               |          |
| Year 4 Annual Cost    |               |          |
|                       |               |          |
| Year 5 Annual Cost    |               |          |
|                       |               |          |
| Five Year Grand Total |               |          |

Option 4: Enter pricing below in the table for the equipment listing in 2.2.5 with all the items labeled Premium Coverage(controls) – bid as Standard and all items labeled Standard Coverage (mechanical) bid as Premium.

| Period                | Eastwood Cost | REL Cost |
|-----------------------|---------------|----------|
| Year 1 Annual Cost    |               |          |
|                       |               |          |
| Year 2 Annual Cost    |               |          |
|                       |               |          |
| Year 3 Annual Cost    |               |          |
|                       |               |          |
| Year 4 Annual Cost    |               |          |
|                       |               |          |
| Year 5 Annual Cost    |               |          |
|                       |               |          |
| Five Year Grand Total |               |          |

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Invitation for Bids, IFB 2018-01DS, and the attachments herein;
2. That the company meets all requirements and acknowledges all certifications contained in this Invitation for Bids, IFB 2018-01DS, and the attachments herein;

3. That the company agrees to all provisions of this Invitation for Bids, IFB 2018-01DS, and the attachments herein;
4. That the company will perform, without delay, the services required at the prices quoted in this **Attachment B**; and
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date.
6. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bids.
7. Any exceptions to this IFB must be listed here in **Attachment B** at outlined in 1.13.

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**Printed Name:** \_\_\_\_\_

**Signature/Date:** \_\_\_\_\_

## Attachment C

### References

#### Reference 1

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

#### Reference 2

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

#### Reference 3

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

The bidder may submit as many references as desired by submitting as many additional copies of this **Attachment C**, References, as needed. ITS will begin contacting references at the top of the list and will continue down the list until (3) contacts have been reached. See Section 4.1.9 of this Invitation for Bids.



**Attachment D**

**Certifications and Assurances**

I/We make the following certifications and assurances as a required element of the bid to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below:

**1. REPRESENTATION REGARDING CONTINGENT FEES**

Contractor represents that it **has/has not** retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid.

**2. REPRESENTATION REGARDING GRATUITIES**

The bidder or Contractor represents that it **has/has not** violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

**3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

The bidder certifies that the prices submitted in response to the solicitation **have/have not** been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate price.

**4. PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES**

The prospective Contractor represents as a part of such Contractor's bid that such Contractor **has/has not** retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

**Name/Title:** \_\_\_\_\_

**Signature/Date:** \_\_\_\_\_

**Note:** Please be sure to **circle the applicable word or words** provided above. Failure to circle the applicable word or words and/or to sign the bid form may result in the bid being rejected as non-responsive. **Modifications or additions to any portion of this bid document may be cause for rejection of the bid.**

**ATTACHMENT E**  
**Reference Score Sheet**

**TO BE COMPLETED BY ITS ONLY**

Bidder Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Person Contacted, Title/Position: \_\_\_\_\_

Date/Time Contacted: \_\_\_\_\_

Service From/To Dates: \_\_\_\_\_

|   |     |    |
|---|-----|----|
| Able to provide Premium and Standard services when you called?  | Yes | No |
| Satisfied with the Premium and Standard services provided? If no, please explain.   | Yes | No |
| Vendor easy to work with in scheduling Premium and Standard services?   | Yes | No |
| Were the Premium and Standard services completed on time and within budget?   | Yes | No |
| Vendor listened when you had an issue and readily offered a solution?<br>(If never had an issue, please check here ____.) | Yes | No |
| Would you enter into a contract with them again?  | Yes | No |
| Would you recommend them?   | Yes | No |

Each “yes” is one point(s); each “no” is zero point(s). Bidder must have a minimum score of 6 from 2 references (total of 12 points) to be considered responsible and for its bid to be considered.

Score: \_\_\_\_\_

|   |     |    |
|---|-----|----|
| Do you have any business, professional or personal interest in the bidder’s organization? If yes, please explain. | Yes | No |
|---|-----|----|

Called by: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **ATTACHMENT F**

### **Required Clauses for Service Contracts Resulting from this IFB**

#### **APPLICABLE LAW**

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of the State. Contractor shall comply with applicable federal, state, and local laws and regulations.

#### **APPROVAL CLAUSE**

It is understood that if this contract requires approval by the Public Procurement Review Board and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review and this contract is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

*(The following clause, or one substantially similar, shall be required in multi-term contractual agreements only.)*

#### **AVAILABILITY OF FUNDS**

It is expressly understood and agreed that the obligation of ITS to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to ITS, ITS shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to ITS of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

#### **REPRESENTATION REGARDING CONTINGENT FEES**

Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid or proposal.

#### **REPRESENTATION REGARDING GRATUITIES**

The bidder, offeror, or Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

#### **PROCUREMENT REGULATIONS**

The contract shall be governed by the applicable provisions of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available at 501 North West Street, Suite 701E, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.DFA.ms.gov>.

#### **TRADE SECRETS, COMMERCIAL AND FINANCIAL INFORMATION**

It is expressly understood that Mississippi law requires that the provisions of this contract which

contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.

### **COMPLIANCE WITH LAWS**

Contractor understands that the [State] is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

*(Language substantially similar to the following clause shall be inserted in all Mississippi contracts requiring PPRB approval.)*

### **STOP WORK ORDER**

(1) *Order to Stop Work:* The Chief Procurement Officer, may, by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Chief Procurement Officer shall either:

- (a) cancel the stop work order; or,
- (b) terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.

(2) *Cancellation or Expiration of the Order:* If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:

- (a) the stop work order results in an increase in the time required for, or in Contractor's cost properly allocable to, the performance of any part of this contract; and,
- (b) Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Chief Procurement Officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.

(3) *Termination of Stopped Work:* If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.

(4) *Adjustments of Price:* Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this contract.

## **E-PAYMENT**

Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-301 *et seq.*

## **E-VERIFICATION**

If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 *et seq.* The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor to the following:

- (1) termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;
- (2) the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
- (3) both. In the event of such cancellation/termination, Contractor would also be liable for any additional costs incurred by the State due to Contract cancellation or loss of license or permit to do business in the State.

## **TRANSPARENCY**

This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

*Contracts, except those for contract workers paid in SPAHRS or for Contractors exempted from this rule, must include the following language:*

## **PAYMODE**

Payments by state agencies using the State's accounting system shall be made and remittance

information provided electronically as directed by the State. These payments shall be deposited into the bank account of Contractor's choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

#### **TERMINATION FOR CONVENIENCE**

(1) *Termination.* The Agency Head or designee may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The Agency Head or designee shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective.

(2) *Contractor's Obligations.* Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Agency Head or designee may direct Contractor to assign Contractor's right, title, and interest under terminated orders or subcontracts to the State. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

#### **TERMINATION FOR DEFAULT**

(1) *Default.* If Contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Agency Head or designee may notify Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the Agency Head or designee, such officer may terminate Contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency Head or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Agency Head or designee. Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

(2) *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from the Chief Procurement Officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.

(3) *Compensation.* Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due Contractor such sums as the Agency Head or designee deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.

(4) *Excuse for Nonperformance or Delayed Performance.* Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Agency Head or designee within 15 days after the cause of the

delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the Agency Head or designee shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled (in fixed-price contracts, "Termination for Convenience," in cost-reimbursement contracts, "Termination"). (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).

(5) *Erroneous Termination for Default.* If, after notice of termination of Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the notice of termination had been issued pursuant to such clause.

(6) *Additional Rights and Remedies.* The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

#### **TERMINATION UPON BANKRUPTCY**

This contract may be terminated in whole or in part by [agency] upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.

## ATTACHMENT G

### Optional Clauses for Use in Service Contracts Resulting from this Invitation for Bids

Attachment G includes (alphabetically by title) various service contracting clauses which are available for use. Many clauses require the inclusion of additional information. A word or phrase in square brackets indicates that the information identified is to be inserted (e.g., *[time]*, *[date]*). Clarifications of clauses are in parentheses within or at the end of the clause. These are discretionary and the agency is neither required to use them nor prohibited from using others which are not included in this appendix.

#### **ALTERNATIVE BIDS**

Bidders offering service delivery methods other than those permitted by the scope of work may submit a separate envelope clearly marked "Alternative Bid". Alternative bids will be deemed non-responsive and will not be considered for award. All such responses will; however, be examined prior to award. Such examination may result in cancellation of all bids received to permit rewriting the scope of work to include the alternative method, or the alternative method may be considered for future requirements of the *[agency]*.

#### **ANTI-ASSIGNMENT/SUBCONTRACTING**

Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.

#### **ANTITRUST**

By entering into a contract, Contractor conveys, sells, assigns, and transfers to the *[agency]* all rights, titles, and interest it may now have, or hereafter acquire, under the antitrust laws of the United States and the State that relate to the particular goods or services purchased or acquired by the *[agency]* under said contract.

#### **APPROVAL**

It is understood that this contract requires approval by the Public Procurement Review Board. If this contract is not approved, it is void and no payment shall be made hereunder.



## **ATTORNEY'S FEES AND EXPENSES**

Subject to other terms and conditions of this agreement, in the event Contractor defaults in any obligations under this agreement, Contractor shall pay to the State all costs and expenses (including, without limitation, investigative fees, court costs, and attorney's fees) incurred by the State in enforcing this agreement or otherwise reasonably related thereto. Contractor agrees that under no circumstances shall the customer be obligated to pay any attorney's fees or costs of legal action to Contractor.

## **AUTHORITY TO CONTRACT**

Contractor warrants: (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind; and, (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

## **CHANGE IN SCOPE OF WORK**

The *[agency]* may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by Contractor that the scope of the project or of Contractor's services has been changed, requiring changes to the amount of compensation to Contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract signed by the *[agency]* and Contractor.

If Contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to Contractor, Contractor must immediately notify the *[agency]* in writing of this belief. If the *[agency]* believes that the particular work is within the scope of the contract as written, Contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the contract.

## **CLAIMS BASED ON A CHIEF PROCUREMENT OFFICER'S ACTIONS OR OMISSIONS**

(1) **Notice of Claim.** If any action or omission on the part of a Chief Procurement Officer or designee of such officer requiring performance changes within the scope of the contract constitutes the basis for a claim by Contractor for additional compensation, damages, or an extension of time for completion, Contractor shall continue with performance of the contract in compliance with the directions or orders of such officials, but by so doing, Contractor shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion; provided:

(a) Contractor shall have given written notice to the Chief Procurement Officer or designee of such officer:

- i. prior to the commencement of the work involved, if at that time Contractor knows of the occurrence of such action or omission;
  - ii. within 30 days after Contractor knows of the occurrence of such action or omission, if Contractor did not have such knowledge prior to the commencement of the work;
- or,
- iii. within such further time as may be allowed by the Chief Procurement Officer in writing.

This notice shall state that Contractor regards the act or omission as a reason which may entitle Contractor to additional compensation, damages, or an extension of time. The Chief Procurement Officer or designee of such officer, upon receipt of such notice, may rescind such action, remedy such omission, or take such other steps as may be deemed advisable in the discretion of the Chief Procurement Officer or designee of such officer;

(b) The notice required by subparagraph (a) of this paragraph describes, as clearly as practicable at the time, the reasons why Contractor believes that additional compensation, damages, or an extension of time may be remedies to which Contractor is entitled; and,

(c) Contractor maintains and, upon request, makes available to the Chief Procurement Officer within a reasonable time, detailed records to the extent practicable, of the claimed additional costs or basis for an extension of time in connection with such changes.

(2) **Limitation of Clause.** Nothing contained herein shall excuse Contractor from compliance with any rules of law precluding state officers and Contractors from acting in collusion or bad faith in issuing or performing change orders which are clearly not within the scope of the contract.

(3) **Adjustment of Price.** Any adjustment in the contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this contract.

#### **INFORMATION DESIGNATED BY CONTRACTOR AS CONFIDENTIAL**

Any disclosure of those materials, documents, data, and other information which Contractor has designated in writing as proprietary and confidential shall be subject to the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1. As provided in the contract, the personal or professional services to be provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret, or confidential commercial or financial information. Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor or its subcontractor shall rest with Contractor. Disclosure of any confidential information by Contractor or its subcontractor without the express written approval of the [agency] shall result in the immediate termination of this agreement.

#### **CONFIDENTIALITY**

Notwithstanding any provision to the contrary contained herein, it is recognized that [agency] is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act. Mississippi Code Annotated §§ 25-61-1 *et seq.* If a public records request is made for any information provided to [agency] pursuant to the agreement and designated by the Contractor in writing as trade secrets or other proprietary confidential information, [agency] shall follow the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1 before disclosing such information. The [agency] shall not be liable to the Contractor for disclosure of information required by court order or required by law.

#### **CONTRACTOR PERSONNEL**

The [agency] shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by Contractor. If the [agency] reasonably rejects staff or subcontractors, Contractor must provide replacement staff or subcontractors satisfactory to the [agency] in a timely manner and at no additional cost to the [agency]. The day-to-day supervision and control of Contractor's employees and subcontractors is the sole responsibility of Contractor.

## **COPYRIGHTS**

Contractor agrees that [agency] shall determine the disposition of the title to and the rights under any copyright by Contractor or employees on copyrightable material first produced or composed under this agreement. Further, Contractor hereby grants to [agency] a royalty-free, nonexclusive, irrevocable license to reproduce, translate, publish, use and dispose of, and to authorize others to do so, all copyrighted (or copyrightable) work not first produced or composed by Contractor in the performance of this agreement, but which is incorporated in the material furnished under the agreement. This grant is provided that such license shall be only to the extent Contractor now has, or prior to the completion of full final settlements of agreement may acquire, the right to grant such license without becoming liable to pay compensation to others solely because of such grant.

## **DEBARMENT AND SUSPENSION**

Contractor certifies to the best of its knowledge and belief, that it:

- (1) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency or any political subdivision or agency of the State of Mississippi;
- (2) has not, within a three year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
- (3) has not, within a three year period preceding this proposal, been convicted of or had a civil judgment rendered against it for a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (4) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of these offenses enumerated in paragraphs two (2) and (3) of this certification; and,
- (5) has not, within a three year period preceding this proposal, had one or more public transactions (federal, state, or local) terminated for cause or default.

## **DISCLOSURE OF CONFIDENTIAL INFORMATION**

In the event that either party to this agreement receives notice that a third party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of confidential or otherwise protected information that party shall promptly inform the other party and thereafter respond in conformity with such subpoena to the extent mandated by law. This section shall survive the termination or completion of this agreement. The parties agree that this section is subject to and superseded by Mississippi Code Annotated §§ 25-61-1 *et seq.*

## **EXCEPTIONS TO CONFIDENTIAL INFORMATION**

Contractor and the State shall not be obligated to treat as confidential and proprietary any information disclosed by the other party (“disclosing party”) which:

- (1) is rightfully known to the recipient prior to negotiations leading to this agreement, other than information obtained in confidence under prior engagements;
- (2) is generally known or easily ascertainable by nonparties of ordinary skill in the business of the customer;
- (3) is released by the disclosing party to any other person, firm, or entity (including

governmental agencies or bureaus) without restriction;  
(4) is independently developed by the recipient without any reliance on confidential information;  
(5) is or later becomes part of the public domain or may be lawfully obtained by the State or Contractor from any nonparty; or,  
(6) is disclosed with the disclosing party's prior written consent.

### **ERRORS IN EXTENSION**

If the unit price and the extension price are at variance, the unit price shall prevail.

### **FAILURE TO DELIVER**

In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, the [agency], after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the [agency] may have.

### **FAILURE TO ENFORCE**

Failure by the [agency] at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the [agency] to enforce any provision at any time in accordance with its terms.

### **FINAL PAYMENT**

Upon satisfactory completion of the work performed under this contract, as a condition before final payment under this contract, or as a termination settlement under this contract, Contractor shall execute and deliver to the [agency] a release of all claims against the State arising under, or by virtue of, the contract, except claims which are specifically exempted by Contractor to be set forth therein. Unless otherwise provided in this contract, by state law, or otherwise expressly agreed to by the parties in this contract, final payment under the contract or settlement upon termination of this contract shall not constitute waiver of the State's claims against Contractor under this contract.

### **FORCE MAJEURE**

Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters ("force majeure events"). When such a cause arises, Contractor shall notify the State immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. Delays in delivery or in meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the duration of the delay caused by such events, unless the State determines it to be in its best interest to terminate the agreement.

## **HIPAA COMPLIANCE**

Contractor agrees to comply with the “Administrative Simplification” provisions of the Health Insurance Portability and Accountability Act of 1996, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the services under this contract.

## **INDEMNIFICATION**

To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney’s fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State’s sole discretion, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the State. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the State’s concurrence, which the State shall not unreasonably withhold.

## **INDEMNIFICATION (for contracts between two state agencies or entities)**

Contractor’s tort liability, as an entity of the State of Mississippi, is determined and controlled in accordance with Mississippi Code Annotated §§ 11-46-1 *et seq.*, including all defenses and exceptions contained therein. Nothing in this agreement shall have the effect of changing or altering this liability or of eliminating any defense available to the State under statute.

## **INDEPENDENT CONTRACTOR STATUS**

Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the State. Nothing contained herein shall be deemed or construed by the State, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the State and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the State or Contractor hereunder creates, or shall be deemed to create a relationship other than the independent relationship of the State and Contractor. Contractor’s personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the [agency], and the [agency] shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The [agency] shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the [agency] shall not provide to Contractor any insurance coverage or other benefits, including Worker’s Compensation, normally provided by the State for its employees.

## **INFRINGEMENT INDEMNIFICATION**

Contractor warrants that the materials and deliverables provided to the customer under this agreement, and their use by the customer, will not infringe or constitute an infringement of any copyright, patent, trademark, or other proprietary right. Should any such items become the subject of an infringement claim or suit, Contractor shall defend the infringement action and/or obtain for the customer the right to continue using such items. Should Contractor fail to obtain for the customer the right to use such items, Contractor shall suitably modify them to make them non-infringing or substitute equivalent software or other items at Contractor's expense. In the event the above remedial measures cannot possibly be accomplished, and only in that event, Contractor may require the customer to discontinue using such items, in which case Contractor will refund to the customer the fees previously paid by the customer for the items the customer may no longer use, and shall compensate the customer for the lost value of the infringing part to the phase in which it was used, up to and including the contract price for said phase. Said refund shall be paid within ten (10) working days of notice to the customer to discontinue said use.

Scope of Indemnification: Provided that the State promptly notifies Contractor in writing of any alleged infringement claim of which it has knowledge, Contractor shall defend, at its own expense, the State against, and pay all costs, damages and attorney fees that a court finally awards for infringement based on the programs and deliverables provided under this agreement.

## **INSURANCE**

Contractor represents that it will maintain workers' compensation insurance which shall inure to the benefit of all Contractor's personnel provided hereunder, comprehensive general liability or professional liability insurance, with minimum limits of \$\_\_\_\_\_ per occurrence and fidelity bond insurance with minimum limits of \$ . All general liability, professional liability and fidelity bond insurance will provide coverage to the [agency] as an additional insured. The [agency] reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.

## **INTEGRATED AGREEMENT/MERGER**

This agreement, including all contract documents, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations or agreements, irrespective of whether written or oral. This agreement may be altered, amended, or modified only by a written document executed by the State and Contractor. Contractor acknowledges that it has thoroughly read all contract documents and has had the opportunity to receive competent advice and counsel necessary for it to form a full and complete understanding of all rights and obligations herein. Accordingly, this agreement shall not be construed or interpreted in favor of or against the State or Contractor on the basis of draftsmanship or preparation hereof.

## **LIQUIDATED DAMAGES**

*With Termination for Default Clause:* The following clause is authorized for use in service contracts when it is difficult to determine with reasonable accuracy the amount of damage to the State due to delays caused by late Contractor performance or nonperformance and the contract contains the Termination for Default clause set forth in Section 4-101.05.

### **Liquidated Damages**

When Contractor is given notice of delay or nonperformance as specified in Paragraph (1) (Default) of the Termination for Default clause of this contract and fails to cure in the time specified, Contractor shall be liable for damages for delay in the amount of \$\_\_\_\_\_ per calendar day from date set for cure until either the State reasonably obtains similar services if Contractor is terminated for default, or until Contractor provides the services if Contractor is not terminated for default. To the extent that Contractor's delay or nonperformance is excused under Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of the Termination for Default clause of this contract, liquidated damages shall not be due the State. Contractor remains liable for damages caused other than by delay.

*In Other Situations:* If the contract will not have a Termination for Default clause or the liquidated damages are to be assessed for reasons other than delay, the head of a purchasing agency may approve the use of any appropriate liquidated damages clause.

### **MODIFICATION OR RENEGOTIATION**

This agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.

### **NO LIMITATION OF LIABILITY**

Nothing in this agreement shall be interpreted as excluding or limiting any tort liability of Contractor for harm caused by the intentional or reckless conduct of Contractor or for damages incurred through the negligent performance of duties by Contractor or the delivery of products that are defective due to negligent construction.

### **NOTICES**

All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For Contractor: *name, title, Contractor, address*

For the agency: *name, title, agency, address*

### **NON-SOLICITATION OF EMPLOYEES**

Each party to this agreement agrees not to employ or to solicit for employment, directly or indirectly, any persons in the full-time or part-time employment of the other party until at least six (6) months after this agreement terminates unless mutually agreed to in writing by the State and Contractor.

### **ORAL STATEMENTS**

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by the *[agency]* and agreed to by Contractor.

## **OWNERSHIP OF DOCUMENTS AND WORK PAPERS**

[Agency] shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with the project which is the subject of this agreement, except for Contractor's internal administrative and quality assurance files and internal project correspondence. Contractor shall deliver such documents and work papers to [agency] upon termination or completion of the agreement. The foregoing notwithstanding, Contractor shall be entitled to retain a set of such work papers for its files. Contractor shall be entitled to use such work papers only after receiving written permission from [agency] and subject to any copyright protections.

## **PATENTS AND ROYALTIES**

Contractor covenants to save, defend, keep harmless, and indemnify the [agency] and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and cost--including court costs and attorney's fees, charges, liability, and exposure, however caused--for or on account of any copyright or patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the [agency]. If Contractor uses any design, device, or material covered by patent or copyright, it is mutually agreed and understood without exception that the contract price includes all royalties or costs arising from the use of such design, device, or materials in any way in the work.

## **PRICE ADJUSTMENT**

(1) *Price Adjustment Methods.* Any adjustments in contract price, pursuant to a clause in this contract, shall be made in one or more of the following ways:

- (a) by agreement on a fixed price adjustment before commencement of the additional performance;
- (b) by unit prices specified in the contract;
- (c) by the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract; or,
- (d) by the price escalation clause.

(2) *Submission of Cost or Pricing Data.* Contractor shall provide cost or pricing data for any price adjustments subject to the provisions of Section 3-403 (Cost or Pricing Data) of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

## **PRIORITY**

The contract consists of this agreement, the request for proposals [number] (hereinafter "RFP" and attached as Schedule [ ]), and the response proposal by [Contractor] dated [date] (hereinafter "Proposal" and attached as Schedule [ ]). Any ambiguities, conflicts or questions of interpretation of this contract shall be resolved by first, reference to this agreement and, if still unresolved, by reference to the RFP and, if still unresolved, by reference to the proposal. Omission of any term or obligation from this agreement or attached Schedules [ ] or [ ] shall not be deemed an omission from this contract if such term or obligation is provided for elsewhere in this contract.

## **QUALITY CONTROL**

Contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all



respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of Contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the [agency].

### **RECORD RETENTION AND ACCESS TO RECORDS**

Provided Contractor is given reasonable advance written notice and such inspection is made during normal business hours of Contractor, the State or any duly authorized representatives shall have unimpeded, prompt access to any of Contractor's books, documents, papers, and/or records which are maintained or produced as a result of the project for the purpose of making audits, examinations, excerpts, and transcriptions. All records related to this agreement shall be retained by Contractor for three (3) years after final payment is made under this agreement and all pending matters are closed; however, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the three (3) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three (3) year period, whichever is later.

### **RECOVERY OF MONEY**

Whenever, under the contract, any sum of money shall be recoverable from or payable by Contractor to the [agency], the same amount may be deducted from any sum due to Contractor under the contract or under any other contract between Contractor and the [agency]. The rights of the [agency] are in addition and without prejudice to any other right the [agency] may have to claim the amount of any loss or damage suffered by the [agency] on account of the acts or omissions of Contractor.

### **RENEWAL OF CONTRACT**

*(Use this clause when the Contractor **cannot** decline a renewal.)*

The contract may be renewed at the discretion of the agency upon written notice to Contractor at least [number] days prior to each contract anniversary date for a period of [number] successive one-year periods under the same prices, terms, and conditions as in the original contract. The total number of renewal years permitted shall not exceed [number].

*(Use this clause when the Contractor **has** the right to decline the renewal.)*

Upon written agreement of both parties at least [number] days prior to each contract anniversary date, the contract may be renewed by the [agency] for a period of [number] successive one-year period(s) under the same prices, terms, and conditions as in the original contract. The total number of renewal years permitted shall not exceed [number].

### **REQUIREMENTS CONTRACT**

During the period of the contract, Contractor shall provide all the service described in the contract. Contractor understands and agrees that this is a requirements contract and that the [agency] shall have no obligation to Contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the [agency] for the period of the contract. The amount is only an estimate and Contractor understands and agrees that the [agency] is under no obligation to Contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirement in the past. Contractor further understands and agrees that the [agency] may require services in an amount less than or in excess of the estimated annual contract amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for

compensation other than the total of the unit prices in the contract for the quantity actually used.

### **RIGHT TO AUDIT**

Contractor shall maintain such financial records and other records as may be prescribed by the [agency] or by applicable federal and state laws, rules, and regulations. Contractor shall retain these records for a period of three years after final payment, or until they are audited by the [agency], whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the Mississippi State Auditor's Office, its designees, or other authorized bodies.

### **RIGHT TO INSPECT FACILITY**

The State may, at reasonable times, inspect the place of business of a Contractor or any subcontractor which is related to the performance of any contract awarded by the State.

### **SEVERABILITY**

If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.

### **STATE PROPERTY**

Contractor will be responsible for the proper custody and care of any state-owned property furnished for Contractor's use in connection with the performance of this agreement. Contractor will reimburse the State for any loss or damage, normal wear and tear excepted.

### **THIRD PARTY ACTION NOTIFICATION**

Contractor shall give the customer prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Contractor by any entity that may result in litigation related in any way to this agreement.

### **UNSATISFACTORY WORK**

If, at any time during the contract term, the service performed or work done by Contractor is considered by the [agency] to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the State of Mississippi, Contractor shall, on being notified by the [agency], immediately correct such deficient service or work. In the event Contractor fails, after notice, to correct the deficient service or work immediately, the [agency] shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of Contractor.

### **VARIATIONS IN ESTIMATED QUANTITIES**

*Definite Quantity Contracts:* The following clause is authorized for use in definite quantity service contracts:

### **VARIATION IN QUANTITY**

Upon the agreement of the parties, the quantity of services specified in this contract may be increased by a maximum of five percent provided:

- (1) the unit prices will remain the same (except for any price adjustments attach otherwise applicable); and,
- (2) the Chief Procurement Officer makes a written determination that such an increase will either be more economical than awarding another contract, or that it would not be practical to award another contract.

*Indefinite Quantity Contracts:* No clause is provided here because, in indefinite quantity contracts, the flexibility as to the State's obligation to order and Contractor's obligation to deliver should be designed to meet using agency needs while making the contract as attractive as possible to potential Contractors, thereby attempting to obtain maximum practicable competition in order to assure the best economy for the State of Mississippi; however, in each case, the contract should State:

- (1) the minimum quantity, if any, the State is obligated to order and Contractor to provide;
- (2) whether there is a quantity the State expects to order and how this quantity relates to any minimum and maximum quantities that may be ordered under the contract;
- (3) any maximum quantity the State may order and Contractor must provide; and,
- (4) whether the State is obligated to order its actual requirements under the contract, or in the case of a multiple award as defined in Section 3-503 (Multiple Source Contracting), that the State will order its actual requirements from Contractors under the multiple award subject to any minimum or maximum quantity stated.

#### **WAIVER**

No delay or omission by either party to this agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contract, at law, or in equity shall constitute an acquiescence therein, impair any other right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver by either party to this agreement shall be valid unless set forth in writing by the party making said waiver. No waiver of or modification to any term or condition of this agreement will void, waive, or change any other term or condition. No waiver by one party to this agreement of a default by the other party will imply, be construed as or require waiver of future or other defaults.

**ATTACHMENT H**

**Premium and Standard Maintenance Services Contract Discrepancy Report**

**Premium and Standard Maintenance located at:** \_\_\_\_\_  
\_\_\_\_\_

**Date and Time of Service:** \_\_\_\_\_

**Report Date:** \_\_\_\_\_

**Discrepancy or Problem:** (Describe in detail; attach supporting document; include reference to specification requirement; and attach continuation sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor Response as to Cause, Corrective Action, and/or Actions to Prevent Recurrence:** (Cite applicable existing or new Quality Control Program or Procedures; and attach continuation sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contracting Agency Evaluation and Action:** (Partial or full acceptance, rejection, payment deduction, cure notice, show cause, termination, other; attach continuation sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_